

MITRE**Personnel Department**
Background Summary

* Rating Scale
 1 - Outstanding
 2 - Very Good
 3 - Good
 4 - Minimum

Name _____ Position _____

Education	School	Degree	Field	Date

Employment History	From	To	Position	Base Salary	Weekly

Military Services _____

Interviews							
Name	Dept.	Rating*	Date	Name	Dept.	Rating*	Date

Hiring Department _____	Asking Salary _____	EEO-Code _____	Other Interviewing Depts. _____
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Recommended Salary Offer Range \$ _____ to \$ _____ per Week

\$ _____ to \$ _____ per Year

(See Salary Recommendation Summary on Reverse Side of this Form)

Approvals by:	Offer Salary Recommended by Personnel Representative	Required Offer Approvals	Signature	Annual Salary	Date
	EEO Director	All			
	Department Head	All			
	Technical Director	All			
	Vice President	All			
	Vice President & General Manager	C3I — \$50K & Above			
	Sr. Vice President & General Manager	\$65K & Above			
	Executive Vice President or	\$65K & Above & Managers			

Security Clearance is ☐ is Not ☐ Required. Level of Clearance Required *

*Request for security clearance must be justified in writing by Department Head. Request for Top Secret clearance must be approved by appropriate Technical Director.

Initialed by Vice President

Salary Recommendation Summary

Applicant Availability Date _____

Next Review Date _____

MITRE Experience Year (EY) _____

Rationale if Adjusted from BS Year: _____

EEO Considerations

Applicant: EEO Code _____ Sex _____

	<u>No.</u>	<u>Lowest</u>	<u>Highest</u>	<u>Average</u>
Current Caucasian Male Paid Salaries With This EY				

Offers Made During the Past Six Months With This EY				
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Current Salary \$ _____ per Year Asking Salary \$ _____ per Year

<u>Percentiles</u>	10th	25th	70th	90th
EY _____				
Smoothed Salary Percentiles				
Market Objective Curves				

	<u>Report Date</u>	<u>Major Field</u>	<u>No.</u>	<u>Lowest</u>	<u>Highest</u>	<u>Average</u>
CPC Data (If New Graduate)*						

	<u>Date</u>	<u>(EY)</u>	<u>No.</u>	<u>Lowest</u>	<u>Highest</u>	<u>Average</u>
Current Washington Center Paid Range:						

Recommended Salary Offer Range: \$ _____ to \$ _____ per Week.

\$ _____ to \$ _____ per Year.

Data Compiled By: _____ Date: _____

*College Placement Council Survey Data of Offers to New College Graduates.